

S-E-C-R-E-T

10 OCT 1958

5/3/66

## MEMORANDUM FOR THE RECORD

SUBJECT: Storage of Map Library Division Map Collection in Records Center

On 30 September 1958, a meeting was held regarding the storage of the Map Library Division Map Collection. Those attending were [redacted] (Chief, Records Center), [redacted] (Map Library Division) and [redacted] Agreement was reached as follows:

- a. Initially, only new printings of CIA maps will be forwarded to the Records Center for storage purposes. These maps will be sent directly from the printing plant.
- b. It was agreed that the map sizes received by the Map Library Division (D/GL) are suitable for storage in Records Center equipment.
- c. The Map Library Division will maintain all records of stock levels and perform any declassification or annotation action required on stored maps.
- d. The Records Center recognized that the maps will be printed in varying quantities and that the stocks to be stored, therefore, will vary.
- e. The Records Center will not honor any request for stored D/GL maps other than those requests originating from D/GL. However, the Records Center will, when specifically requested by D/GL, forward large orders for maps directly to consumers.

f. Insofar as is possible, stored maps will be returned by the Records Center [redacted] by direct delivery.

g. The Form 490, Records Center Service Request, will be used in requesting the return of maps from the Records Center to D/GL. Exceptions will be made in those instances where an urgent request requires faster service than can be expected with the use of the Form 490. These "expedite" requests will be treated with three degrees of urgency:

(1) D/GL will contact the Records Management Staff by telephone [redacted] Records Management Staff will complete Form 490 and turn it over to the Records Center courier at his next call [redacted]

(2) D/GL will contact Records Management Staff by telephone [redacted] The Records Management Staff will contact the Records Center by telephone, arranging for immediate action on the request.

S-E-C-R-E-T

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25X1 (3) D/GL will contact Records Management Staff by telephone [redacted] Records Management Staff will arrange for the Records Center to contact D/GL by telephone permitting explicit discussion of extremely urgent requirements.

h. Maps will be transmitted to and from the Records Center in containers suitable for the purpose (such as are now used for D/GC and OBI map negatives). All maps are to be transmitted unrolled, flat. Letter-size maps will be transmitted in Records Center boxes.

1. While initially, only newly printed maps will be sent to the Records Center, D/GL will take steps to transfer certain map stocks to the Records Center. These maps will, in many instances, be sent to the Records Center as they are now stored, in a rolled condition. D/GL *never done* will provide personnel to unroll the maps in the Records Center so that they may be stored flat. The Records Center will take steps to rearrange their shelving to accommodate a greater volume of maps.

2. D/GL personnel visited the Records Center on 2 October 1958, at which time they examined Center facilities and discussed procedures with Records Center personnel.

3. A meeting of Map Library Division and Cartographic Division personnel was conducted 7 October 1958 to coordinate transmittal of surplus stocks of new map printings directly from the Printing Services Division to the Records Center. The first map to be so treated will be No. 13984.1, 1300 copies of which will go to the Records Center, 200 copies to go to D/GL. The Chief, Records Center has been informed of this initial shipment.

4. A cooperative attitude has been exhibited by all concerned in this effort to secure a more adequate and economical storage of portions of the CIA map collection.

25X1 [redacted]  
Records Officer, ORR

Distribution: 1 - Ch/G  
4 - D/GL  
2 - RMS  
2 - EC ✓  
2 - D/GC  
2 - QAD  
1 - Ch/St/A  
2 - RMS

S-E-C-R-E-T